

Type your return address here

August 14, 2001

Department of Procurement Management  
Office of Vendor Assistance  
111 NW 1st Street, Suite 2350  
Miami, FL 33128-1989

To Whom It May Concern:

The following information has changed for our company:

☐ Name Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DBA: \_\_\_\_\_

☐ Company Federal Employer Identification number (FEIN)

New FEIN#: \_\_\_\_\_

Please update your records to reflect the above changes.

Sincerely,

[Click **here** and type your name]

[Click **here** and type job title]